UNITED NATIONS

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Secretariat

ST/IC/1992/21
16 March 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION

1. Attached to the present information circular is the first list of vacancies to be issued by the Office of Human Resources Management in accordance with administrative instruction ST/AI/373 of 23 December 1991 on placement and promotion.

2. The list includes current vacancies as well as posts identified by the departments and offices concerned as being likely to become vacant on or before 31 December 1992, except for those in the new Department of Economic and Social Development, which will be issued in an addendum to the present circular. A number of other departments and offices have yet to make their submissions. It also includes posts that are encumbered at a lower level than the post that is vacant. A number of these have been reclassified in the 1992-1993 budget and this has been indicated in each case.

3. In accordance with paragraph 7 of administrative instruction ST/AI/373, staff members interested in being considered for a listed vacancy may state their interest within three weeks from the date of publication of the present circular by addressing a memorandum, telegram or facsimile transmission to the Office of Human Resources Management, in which they indicate the number and functional title of the post they are interested in, as well as their name and index number.

4. Staff members should not include in their communications any information other than the post number and functional title of the post, as given in the attached list, and their full name and index number. The memorandum, telegram or facsimile transmission should be sent to the recruitment and placement officer at Headquarters who is responsible for the department or office in which the post is located. The name, room and fax numbers at Headquarters of

the recruitment and replacement officer appear at the top of the list of the department or office concerned. The officer will ensure that the department or office concerned is aware of all those who have expressed interest in a post in that department or office.

5. Some of these posts may be filled by the "lateral" transfer of a staff member (i.e., by a staff member at the same level as the post) from within or from outside the department or office concerned. Such transfers will take place in accordance with paragraph 6 or 8 of administrative instruction ST/AI/373. The post vacated by the staff member who is transferred will be included in a subsequent list.

6. It is important to note that in addition to those posts that may be filled by lateral transfers, others may not become available as expected as a result of the current restructuring or for various other reasons.

OFFICE OF LEGAL AFFAIRS

Statements of interest in any of the following posts should be sent to Mr. Anton Bronner, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
OJA-26195-T-P-5-001	P-5	Senior Legal Officer	Legal	New York
Supervises teams of legal officers negotiating and drafting contracts with firms and consultants on development project activities.				
UNK-26191-E-P-4-003	P-4	Legal Officer	Legal	Vienna
Deals with activities related to the preparation of comparative law research studies and the substantive servicing of UNCITRAL and its working groups.				
UNA-26194-E-P-4-004	P-4	Legal Officer	Legal	New York
Assists in the substantive servicing of the Sixth Committee, International Law Commission and deals with issues related to international law and its codification.				
UNA-26192-E-P-4-001	P-4	Legal Officer	Legal	New York
Assists the Chief in managing the Treaty Section's activities related to depositary functions and registration and publication of treaties (to be computerized).				
UNA-26111-E-P-3-001	P-3	Legal Officer	Legal	New York
Deals with legal aspects of peace-keeping and peace-making activities of the Organization.				
OJA-26111-E-P-3-001	P-3	Legal Officer	Legal	New York
Assists the Executive Secretary of the Administrative Tribunal in the preparation of cases brought before the Tribunal.				
UNA-26192-E-P-3-004 **Reclassified**	P-3	Legal Officer	Legal	New York
In charge of registration of treaties.				

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OFFICE OF LEGAL AFFAIRS
(Formerly: Office for Ocean Affairs and the Law of the Sea)

Statements of interest in any of the following posts should be sent to Mr. Anton Bronner, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-10231-E-D-1-001	D-1	Principal Law of the Sea/ Ocean Affairs Officer	Legal	New York
Monitors and reports, on a global basis, on all developments relating to the Law of the Sea Convention, and on the presentation of materials concerning its implementation.				
UNA-10231-E-P-5-002	P-5	Senior Law of the Sea/ Ocean Affairs Officer	Legal	New York
Monitors trends and developments in ocean law, policy and management.				
UNA-10112-E-P-5-001	P-5	Senior Law of the Sea/ Ocean Affairs Officer	Legal	New York
Deals with specialized aspects of law of the sea, dispute settlement and regional co-operation.				
UNA-10112-E-P-4-001	P-4	Administrative Officer	Administration	New York
Is responsible for all aspects of administration, budget, personnel and financial matters of the Office.				

DEPARTMENT OF POLITICAL AFFAIRS
(Formerly: Department of Political and Security Council Affairs)

Statements of interest in any of the following posts should be sent to Mr. Anton Bronner, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-07161-E-D-1-001	D-1	Secretary of the Committee	Political Affairs	New York
Is responsible for co-ordination and supervision of servicing of the Special Committee against Apartheid and for implementation of its decisions; acts as Director of Office of ASG.				
UNA-03122-E-D-1-001	D-1	Deputy Director and Chief of Section	Political Affairs	New York
Assists the Director of the Security Council and Political Committees Division and directs the work of the Official Report and Proceedings Section.				

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DEPARTMENT OF POLITICAL AFFAIRS (Cont'd)
(Formerly: Department of Political and Security Council Affairs)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-03122-E-P-4-002	P-4	Political Affairs Officer	Political Affairs	New York
Participates in the organization and supervision of Secretariat Services of the Security Council, and in the provision of substantive services to the Security Council and political committees.				
UNA-07161-E-P-4-004 **Reclassified**	P-4	Information Officer	Political Affairs	New York
Plans and implements promotional activities; arranges for special events, liaises with intergovernmental and non-governmental organizations for implementation of UN Declaration on South Africa; liaises with the media.				
UNA-03125-E-P-4-003 **Reclassified**	P-4	Political Affairs Officer	Political Affairs	New York
Conducts preparations for and services the yearly sessions of the relevant committees as they relate to International Co-operation in the Peaceful Uses of Outer Space. Is responsible for budgetary matters of the Outer Space Affairs Division.				
UNA-07161-E-P-3-004	P-3	Political Affairs Officer	Political Affairs	New York
As Assistant Secretary of the Special Committee against Apartheid, collaborates in the provision of substantive and meeting services.				
UNA-03122-E-P-3-000 **Two posts:** 001/002	P-3	Political Affairs Officer	Political Affairs	New York
Participates in the provision of substantive services to the Security Council to special mission and to the Special Political Committee; participates in the preparation of annual reports and repertoires.				

DEPARTMENT OF POLITICAL AFFAIRS
(Formerly: Department for Disarmament Affairs)

Statements of interest in any of the following posts should be sent to Mr. Anton Bronner, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
Not yet assigned	D-1	Chief of Branch	Political Affairs	Geneva
Is in charge of the Geneva Branch of DDA, whose main responsibilities concern the substantive servicing of the Conference on Disarmament and its Ad Hoc Committees.				
Not yet assigned	P-5	Senior Political Affairs Officer	Political Affairs	Geneva
Is responsible for the substantive servicing of the Conference on Disarmament and its Ad Hoc Committees.				
UNA-05121-T-P-5-001	P-5	Centre Director	Political Affairs	Kathmandu
Is responsible for the operations of the Centre for Peace and Disarmament in Asia and the Pacific.				
UNA-05121-E-P-5-001 **Reclassified**	P-5	Executive Officer	Administration	New York
Is responsible for all administrative areas (budget, finance, personnel, office management, conferences) of the Department.				
UNA-05121-E-P-4-005	P-4	Political Affairs Officer	Political Affairs	New York
Co-ordinates the production of the periodical, **Disarmament**; plans, writes and produces the **Disarmament Newsletter**.				
UNA-05121-E-P-4-007 **Reclassified**	P-4	Information Officer	Public Information	New York
Co-ordinates production of **UN Disarmament Yearbook**; edits and supervises editing of all DDA publications.				
Not yet assigned	P-4	Political Affairs Officer	Political Affairs	Geneva
Is responsible for the substantive servicing of the Conference on Disarmament and its Ad Hoc Committees.				
UNA-05121-E-P-4-006	P-4	Political Affairs Officer	Political Affairs	New York
Co-ordinates public information related activities for DDA.				
UNA-05121-E-P-3-002 **Reclassified**	P-3	Political Affairs Officer	Political Affairs	New York
Liaises with non-governmental organizations; DDA pledging conference and Disarmament Week events; public affairs activities.				

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DEPARTMENT OF POLITICAL AFFAIRS
(Formerly: Department for Special Political Questions, Regional Co-operation, Decolonization and Trusteeship)

Statements of interest in any of the following posts should be sent to Mr. Anton Bronner, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-03141-E-D-1-001	D-1	Deputy Director	Political Affairs	New York
Is responsible for the work of the Special Political Questions and Regional Co-operation Unit.				

ECONOMIC COMMISSION FOR EUROPE

Statements of interest in any of the following posts should be sent to Ms. Netta Avedon Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNC-25650-E-P-5-002	P-5	Senior Economic Affairs Officer	Economics	Geneva
Acts as team leader in conceptualizing and implementing the Commission's General Energy Programme.				
UNC-25270-E-P-4-002	P-4	Environmental Affairs Officer	Science & Technology	Geneva
Is responsible for implementing projects on complex air pollution problems within the work plan of the executive body for the convention on long-range transboundary air pollution.				
UNC-25550-E-P-3-004	P-3	Economic Affairs Officer	Economics	Geneva
Provides assistance to meetings of several specialized bodies of government experts dealing with the transport of dangerous goods.				
UNC-25540-E-P-3-004	P-3	Statistician	Statistics	Geneva
Is responsible for implementing the programme of work of the Conference of European Statisticians in the field of economic statistics.				

ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN

Statements of interest in any of the following posts should be sent to Ms. Vivian Bernstein, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNF-26330-E-D-1-001	D-1	Chief of Division	Economics	Santiago
Is responsible for the Joint ECLAC/UNIDO Industry and Technology Division.				
UNF-26550-E-D-1-001	D-1	Chief of Division	Economics	Santiago
Is responsible for Transport and Communications Division.				
UNF-26110-E-D-1-002	D-1	Chief of Office	Economics	Santiago
Is responsible for the Programme Planning and Co-ordination Office.				
UNF-26245-E-D-1-001 **Reclassified**	D-1	Director of Institute	Economics	Santiago
Is responsible for the Latin American and Caribbean Institute for Economic and Social Planning.				
UNF-26210-E-P-5-001	P-5	Senior Economic Affairs Officer	Economics	Santiago
Is responsible for co-ordinating and conducting research in the ECLAC/FAO Agriculture Division.				
UNF-26480-E-P-5-002	P-5	Senior Population Affairs Officer	Social Development	Santiago
Is responsible for defining and evaluating planning and directing CELADE's work programme in population and development, directing and monitoring technical assistance activities and relations with governments.				
UNF-26790-E-P-5-001	P-5	Chief, Division of Operations	Economics	Santiago
Is responsible for negotiating with donor governments, on ECLAC's behalf, the financing of programmes and projects, acting as a focal point for DTCD activities, and co-ordinating ECLAC's assistance to Latin America and Caribbean countries affected by natural disasters.				
UNG-26240-E-P-5-001	P-5	Senior Economic Affairs Officer	Economics	Mexico City
Is responsible for co-ordinating research and technical assistance missions of the various units of ECLAC's Mexico Office.				
UNF-26240-E-P-4-002	P-4	Economic Affairs Officer	Economics	Santiago
Is responsible for developing key areas of the Secretariat's and Economic Development Division's research agenda, drafting policy recommendations, major interventions in preparations of economic studies by the Division providing technical assistance to member governments.				

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ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNF-26270-E-P-4-001	P-4	Environmental Affairs Officer	Economics	Santiago
Is responsible for co-ordinating and conducting research related to the topics of development and environment in Latin America and the Caribbean.				
UNF-26460-E-P-4-003	P-4	Legal Affairs Officer	Legal	Santiago
Is responsible for preparing analytical studies of the international legal aspects of Marine Resources Development in Latin America as support for the formulation of ocean policies.				
UNF-26480-E-P-4-001	P-4	Population Affairs Officer	Social Development	Santiago
Is responsible for organizing and carrying out research for incorporating demographic variables into development, providing technical assistance to the countries of the region, and participating in teaching and training activities organized by CELADE.				
UNG-26240-E-P-4-004	P-4	Economic Affairs Officer	Economics	Mexico City
Is responsible for elaborating and supervising the implementation of the work programme of the Economic Development Unit for the subregion of Central America.				
UNG-26240-E-P-4-005	P-4	Industrial Development Officer	Economics	Mexico City
Is responsible for conducting economic and technical research, carrying out analyses of the industrial sector in the subregion, and providing technical advice on industrial policies and strategies to the countries of the subregion.				
UNG-26240-E-P-4-006	P-4	Social Affairs Officer	Social Development	Mexico City
Is responsible for carrying out studies on social policy and planning, conducting socio-economic research, and providing technical assistance to countries in the subregion.				
UNF-26800-E-P-3-005	P-3			Santiago
Is responsible for assisting in the preparation of ECLAC's budget proposals; participates in the development of a system for ensuring appropriate expenditures for operational activities.				
UNS-26240-E-P-3-002	P-3	Translator (Spanish)	Language & Related Work	Port-of-Spain
Translates text covering the full range of subjects dealt with by the Commission.				
UNF-26240-E-P-3-005	P-3	Economic Affairs Officer	Economics	Santiago
Is responsible for undertaking research and preparing position papers on issues related to the Economic Development Division.				
UNG-26240-E-P-3-004	P-3	Economic Affairs Officer	Economics	Mexico City
Is responsible for carrying out economic research and providing technical assistance to governments of the countries of the subregion.				

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ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNF-26460-E-P-3-003	P-3	Economic Affairs Officer	Economics	Santiago

Is responsible for undertaking research and preparing position papers on issues related to the Natural Resources and Energy Division.

ECONOMIC COMMISSION FOR AFRICA

Statements of interest in any of the following posts should be sent to Ms. Davina Davis, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNH-23360-E-D-1-001	D-1	Chief of Office	Economics	Addis Ababa

Is responsible for the implementation of the Economic Co-operation and Integration Programme of the Economic Co-operation Office for ECA.

UNH-23330-E-P-5-002	P-5	Senior Industrial Development Officer	Economics	Addis Ababa

Is responsible for formulating, implementing and determining priorities for the Industry and Human Settlements Division's work programme in the field of electrical and electromechanical industries and technology transfer.

UNA-23340-E-P-5-001	P-5	Chief of Section	Finance	Addis Ababa

Is responsible for the International Trade and Financial Relations with Third World Countries Section.

UNH-23533-E-P-5-001	P-5	Chief of Centre	Social Development	Addis Ababa

Is responsible for the African Training and Research Centre for Women, formulating policies and strategies for the advancement of women in Africa.

UNH-23360-E-P-5-005	P-5	Senior Economic Affairs Officer	Economics	Niamey

Is responsible for the promotion of sub-regional co-operation in West Africa, in Food and Agriculture, Water Resources and Livestock Development.

UNH-23360-E-P-5-006	P-5	Senior Economic Affair Officer	Economics	Yaounde

Is responsible for promoting sub-regional co-operation in transport and inter-state links and co-ordinating transport activities within the subregion.

UNH-23110-E-P-5-001	P-5	Senior Programme Analyst	Economics	Addis Ababa

Participates in the formulation of policies and strategies for Africa in light of changes in general socio-economic trends within and outside the region.

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ECONOMIC COMMISSION FOR AFRICA (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNH-23330-E-P-5-001	P-5	Senior Industrial Development Officer	Economics	Addis Ababa
Formulates, implements and determines priorities for the work programme in the area of metallurgical and metal working.				
UNH-23550-E-P-5-003	P-5	Chief of Section	Economics	Addis Ababa
Is responsible for the Transport Operations Section and for conceiving and developing programmes and operational projects in maritime transport operations in Africa.				
UNH-23110-E-P-5-003	P-5	Chief of Unit	Economics	Addis Ababa
Is responsible for the Monitoring and Evaluation Unit, co-ordinating and providing leadership in the evaluation of the work of the ECA Secretariat.				
UN-IATF-P-5	P-5	Secretary	Economics	Addis Ababa
Is responsible for the United Nations Inter-Agency Task Force on Africa's Critical Economic Situation Recovery and Development.				
UNH-23360-E-P-4-005	P-4	Economic Affairs Officer	Economics	Tanglers
Is responsible for the promotion of co-operation among the Member States of the subregion in the field of food and agriculture development.				
UNH-23360-E-P-4-004	P-4	Economic Affairs Officer	Engineering	Lusaka
Is responsible for the promotion of mineral development projects in mineral explorations and mining at the sub-regional level				
UNH-23710-E-P-4-003	P-4	Chief Librarian	Library	Addis Ababa
Provides library information services to the Secretariat of ECA, other UN Agencies and participants to ECA meetings and also is responsible for building up and the administration of the Library collection.				
UNH-23360-E-P-4-003	P-4	Economic Affairs Officer	Economics	Addis Ababa
Formulates and implements programmes for the promotion of economic co-operation and integration among African countries.				
UNH-23710-E-P-4-005	P-4	Editor	Language & Related Work	Addis Ababa
Edits English and French texts on economics, social, legal and other technical subjects; assists in the establishment of editorial rules and guidelines.				
UNH-23650-E-P-4-001	P-4	Programme Officer	Administration	Addis Ababa
Develops and installs a spreadsheet/data base for monitoring and evaluating the biennial work programme of the Commission.				

ECONOMIC COMMISSION FOR AFRICA (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNH-23210-E-P-4-001	P-4	Livestock Development Economist	Economics	Addis Ababa
Is responsible for analysing country policy and programmes in livestock development, for studying production potential and trade expansion and assisting Member States in expanding intra-regional co-operation.				
UNH-23330-E-P-3-001	P-3	Personnel Officer	Administration	Addis Ababa
Interprets Staff Rules and Regulations; advises staff on entitlements, analyses staff claims and determines their actual entitlements; takes action related to all aspects of staff administration.				
UNH-23540-E-P-3-004	P-3	Industrial Statistician	Statistics	Addis Ababa
Prepares technical reports on the role of energy statistics and new and renewable sources of energy in Africa.				
UNH-23710-E-P-3-007	P-3	Chief of Service	Publishing/Printing	Addis Ababa
Is responsible for the Documents and Publishing Service, preparing the annual programme of publications, annual budget programmes for external printing and initiating book design.				
UNH-23802-E-P-3-087	P-3	Automation Specialist	Electronic Data Processing	Addis Ababa
Plans, designs, develops, implements and maintains computer information systems and applications.				

ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

Statements of interest in any of the following posts should be sent to Mr. Valeri Evstigneev, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNJ-14801-E-D-1-401	D-1	Chief of Division	Administration	Amman
Is responsible for the administrative services of the Commission.				
UNJ-14290-E-P-5-001	P-5	Chief of Division	Social Development	Amman
Is responsible for the Environment and Human Settlements Division.				
UNJ-14480-E-P-4-002	P-4	Population Affairs Officer	Social Development	Amman
Formulates policy and conducts relevant research on the interrelationship between demographic trends and socio-economic development.				

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ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNJ-14520-E-P-4-001	P-4	Economic Affairs Officer	Economics	Amman
Is responsible for the formulation and implementation of ESCWA's work programme in technology.				
UNJ-14240-E-P-4-004	P-4	Economic Affairs Officer	Economics	Amman
Is responsible for critically examining the various problem areas related to economic development in the region.				
UNJ-14540-E-P-4-003	P-4	Systems Analyst	EDP	Amman
Is responsible for the establishment and maintenance of the statistical data base of the Commission and for the development of statistical computer applications.				
UNJ-14110-E-P-4-005	P-4	Editor (English)	Language & Related Work	Amman
Edits independently a wide variety of texts in English.				
UNJ-14803-E-P-3-001	P-3	Deputy Chief of Section	Finance	Amman
Reviews and analyses budget proposals submitted by the Budget and Finance Division.				
UNJ-14710-E-P-3-000 **Two Posts: 001/002**	P-3	Translator (English)	Language & Related Work	Amman
Translates texts covering the full range of subjects dealt with by the Commission.				

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

Statements of interest in any of the following posts should be sent to Ms Netta Avedon, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UND-15360-E-D-1-002	D-1	Chief of Branch	Finance	Geneva
Manages the work programme of the Monetary and Financial Co-operation Branch in the monetary, financial and trade areas.				
UND-15801-E-P-5-004	P-5	Chief of Unit	Administration	Geneva
Is responsible for the Personnel Recruitment and Servicing Unit; organizes and supervises the recruitment and administration of individuals engaged by UNCTAD.				
UND-15360-E-P-4-050	P-4	Economic Affairs Officer	Economics	Geneva
Carries out research and prepares reports on economic co-operation among developing countries.				

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UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UND-15370-E-P-4-017	P-4	Economic Affairs Officer	Economics	Geneva
Prepares documentation for official meetings, in particular the Committee on Commodities.				
UND-15380-E-P-4-035	P-4	Economic Affairs Officer	Economics	Geneva
Prepares technical studies and reports on services, co-ordinates technical co-operation activities.				

UNITED NATIONS ENVIRONMENT PROGRAMME

Statements of interest in any of the following posts should be sent to Ms Davina Davis, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNL-17275-E-P-5-013	P-5	Natural Resources Economist	Economics	Nairobi
Is responsible for general programming and implementation of Plan of Action to Combat Desertification (PACD) at regional level, co-ordinates the co-operation with regional organizations, non-governmental organizations and research networks.				

UNITED NATIONS CENTRE FOR HUMAN SETTLEMENTS

Statements of interest in any of the following posts should be sent to Ms Davina Davis, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-19112-E-D-1-001	D-1	Chief of Division	Public Information	Nairobi
Is responsible for the Information, Audio-Visual and Documentation Division.				

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OFFICE OF HUMAN RESOURCES MANAGEMENT

Statements of interest in any of the following posts should be sent to Ms Gunda Narang, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-33843-E-D-1-001	D-1	Deputy Director and Chief of Service	Administration	New York
Is responsible for the Professional Staffing Service, RPD, and assists the Director, Recruitment and Placement Division in policy formulation.				
UNA-33844-E-D-1-001	D-1	Chief of Service	Administration	New York
Is responsible for the Staff Administration and Monitoring Service.				
UNA-33844-R-D-1-000	D-1	Chief of Service	Administration	New York
Is responsible for the Compensation and Classification Service.				
UNA-33844-E-P-5-004 **Reclassified**	P-5	Senior Human Resources Planning Officer	Administration	New York
Is responsible for the Special Issues Cluster in the Professional Staffing Service, with particular emphasis on career development.				
UNA-33844-E-P-3-003	P-3	Personnel Officer	Administration	New York
Is responsible for the staff administration and monitoring of a group of Departments and Offices.				
UNA-33844-E-P-3-004	P-3	Legal Officer	Legal	New York
Is responsible for advising and updating Personnel Rules and Regulations.				
UNA-33843-E-P-3-000 **Three posts**: 002/004/009	P-3	Recruitment and Placement Officer	Administration	New York
Is responsible for the Professional or General Service staffing of a group of Departments and Offices.				
UNA-33845-E-P-3-002 **Reclassified**	P-3	Head Nurse	Administration	New York
Is responsible for nursing services in the Medical Service.				

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OFFICE OF CONFERENCE SERVICES

Statements of interest in any of the following posts should be sent to Mr. Normand Dussault, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-32721-E-P-5-005	P-5	Translator (Arabic)	Language & Related Work	New York
Is responsible for revising translation and summary records and providing assistance and counselling.				
UNA-32726-E-P-5-000 **Two posts**: 005/006	P-5	Translator (Russian)	Language & Related Work	New York
Is responsible for revising translation and summary records and providing assistance and counselling.				
UNA-32732-E-P-5-029	P-5	Interpreter (Chinese)	Language & Related Work	New York
Is responsible for simultaneous interpretation, screening and examining prospective interpreters and also functions as team leader.				
UNA-32732-E-P-5-030	P-5	Interpreter (English)	Language & Related Work	New York
Is responsible for simultaneous interpretation, screening and examining prospective interpreters and also functions as team leader.				
UNA-32721-E-P-4-004	P-4	Translator (Arabic)	Language & Related Work	New York
Is responsible for revising work and/or self-revising translation.				
UNA-32724-E-P-4-000 **Four Posts**: 008/010/011/023	P-4	Translator (French)	Language & Related Work	New York
Is responsible for revising work and/or self-revising translation.				
UNA-32726-E-P-4-000 **Eight posts**: 013/014/015/016/017/018/019/020	P-4	Translator (Russian)	Language & Related Work	New York
Is responsible for revising work and/or self-revising translation.				
UNA-32732-E-P-4-000 **Two posts**: 027/034	P-4	Interpreter (Chinese)	Language & Related Work	New York
Is responsible for servicing meetings of a more sensitive nature such as political and security affairs and also acts as team leader.				
UNA-32732-E-P-4-019	P-4	Interpreter (Spanish)	Language & Related Work	New York
Is responsible for servicing meetings of a more sensitive nature such as political and security affairs and also acts as team leader.				

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OFFICE OF CONFERENCE SERVICES (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-32700-E-P-4-001	P-4	Deputy Chief of Section	Administration	New York
Is responsible for the work of the Sales Section.				
UNA-32782-E-P-4-004	P-4	Librarian	Library	New York
Is responsible for the publication of the UNBIS Thesaurus in English, French and Spanish.				
UNA-32731-E-P-3-002	P-3	Conference Affairs Officer	Administration	New York
Is the Department's focal point for the planning and organization of conferences/meetings held away from Headquarters and assists in formulation and implementation of calendar of conferences and meetings.				
UNA-32753-E-P-3-002	P-3	Deputy Chief of Section	Administration	New York
Is responsible for the work of the Distribution Section.				
UNA-32782-E-P-3-019	P-3	Librarian	Library	New York
Is responsible for the development, planning and administration of the statistical reference collection.				
UNA-32782-E-P-3-026	P-3	Librarian	Library	New York
Is responsible in providing reference assistance to users and to develop and maintain reference collection.				
UNA-32752-E-P-3-000 **Two posts:** 012/016	P-3	Publication Officer	Publishing/ Printing	New York
Is responsible for the creation of new products for publication by the United Nations and the management of their production.				

DEPARTMENT OF PUBLIC INFORMATION

Statements of interest in any of the following posts should be sent to Mr. Valeri Evstigneev, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-31770-E-P-5-001	P-5	Senior Information Officer	Public Information	Vienna
Co-ordinates and directs information programmes in the press coverage relating to the activities of the Vienna-based United Nations Units.				
UNA-31774-E-P-4-017	P-4	Radio Producer	Public Information	New York
Is responsible for researching, writing, editing and narrating the news and programmes produced by the Caribbean regional unit.				
UNA-31774-E-P-4-005	P-4	Information Officer	Public Information	New York
Revises and edits United Nations meetings summaries.				
UNA-31774-E-P-4-010	P-4	Information Officer	Public Information	New York
Is responsible for editing, revising and rewriting contributions for the ***Yearbook*** of the United Nations.				
UNA-31776-E-P-4-003	P-4	Information Officer	Public Information	New York
Provides operational and management guidance to UNICs in Asia and the Pacific region.				
UNA-31776-E-P-4-002	P-4	Information Officer	Public Information	New York
Provides operation and management guidance to United Nations Information Centres in the America's region.				
UNA-31774-E-P-3-031	P-3	TV Producer	Public Information	New York
Directs and co-ordinates the compilation of television coverage of official meetings and events at United Nations Headquarters.				
UNA-31775-E-P-3-005	P-3	Information Officer	Public Information	New York
Is responsible for evaluating and authorizing all applications for accreditation; liaises with the press and radio correspondents.				
UNA-31773-E-P-3-002	P-3	Information Officer	Public Information	New York
Assists the senior staff writer in writing, rewriting and editing materials.				
UNA-31774-E-P-3-009	P-3	Information Officer	Public Information	New York
Assists in editing, revising and rewriting contributions for the ***Yearbook*** of the United Nations.				

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UNITED NATIONS OFFICE AT GENEVA

Statements of interest in any of the following posts should be sent to Ms Netta Avedon, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNB-33832-E-D-1-001	D-1	Chief of Service	Administration	Geneva
Is responsible for the Financial Resources Management Service.				
UNB-33871-E-D-1-001	D-1	Chief of Service	Administration	Geneva
Is responsible for the General Services of the Office.				
UNB-33840-E-D-1-001	D-1	Chief of Service	Administration	Geneva
Is responsible for the Personnel Service of the Office.				
UNB-32739-E-P-5-001	P-5	Chief of Section	Administration	Geneva
Is responsible for the Editorial and Documents Control Section, Conference Services.				
UNB-34815-E-P-5-002	P-5	Senior Research Officer	Administration	Geneva
Assists in the research work of the Inspectors of the Joint Inspection Unit.				
UNB-32721-E-P-5-002	P-5	Senior Translator (Arabic)	Language & Related Work	Geneva
Is responsible for revising translation and providing assistance and counselling.				
UNB-32743-E-P-5-001	P-5	Chief of Section	Language & Related Work	Geneva
Is responsible for the work of the Official Records Editing Section.				
UNB-32722-E-P-5-001	P-5	Chief of Section	Language & Related Work	Geneva
Is responsible for the ork of the Chinese Translation Section.				
UNB-32729-E-P-4-002	P-4	Terminologist	Language & Related Work	Geneva
UNB-32751-E-P-4-001	P-4	Chief of Section	Publishing/Printing	Geneva
Is responsible for the work of the Reproduction Section.				
UNB-32732-E-P-4-010	P-4	Interpreter (Arabic)	Language & Related Work	Geneva
UNB-32721-E-P-3-002	P-3	Translator (Arabic)	Language & Related Work	Geneva
Is responsible for revising work and and/or self-revising translation.				

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UNITED NATIONS OFFICE AT GENEVA (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNB-32724-E-P-3-000 **Three posts: 001/002/006**	P-3	Translator (French)	Language & Related Work	Geneva
UNB-32726-E-P-3-015	P-3	Translator (Arabic)	Language & Related Work	Geneva
UNB-32727-E-P-3-004	P-3	Translator (Spanish)	Language & Related Work	Geneva
UNB-32752-E-P-3-000 **Three posts: 002/004/006**	P-3	Copy-Preparer/Proofreader (English)	Publishing/Printing	Geneva
UNB-32752-E-P-3-006	P-3	Copy-Preparer/Proofreader (French)	Publishing/Printing	Geneva
SPB-32700-E-P-3-001	P-3	Chief of Unit	Administration	Geneva
Is responsible for the work of the Sales Unit.				
UNB-32782-E-P-3-006	P-3	Librarian	Library	Geneva
Is responsible for cataloguing and indexing UN documents.				
UNB-34815-E-P-3-001	P-3	Research and Documentation Officer	Administration	Geneva
Assists in the research work of the inspectors of the Joint Inspection Unit.				

CENTRE FOR HUMAN RIGHTS

Statements of interest in any of the following posts should be sent to Ms Netta Avedon, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNB-28280-E-P-4-002	P-4	Human Rights Officer	Legal	Geneva
Serves as Chief, Prevention of the Discrimination Section.				
UNB-28280-T-P-4-001	P-4	Human Rights Officer	Legal	Geneva
Supervises and co-ordinates work relating to the handling of communications and preparation of documents under the confidential procedures for dealing with communications relating to violations of human rights.				
UNB-28280-T-P-4-002	P-4	Human Rights Officer	Legal	Geneva
Services meetings of the Ad hoc Working Group of Experts on South Africa, drafts its annual reports and may be called upon to service Special Rapporteur/Representative mandates.				
UNB-28280-E-P-4-003	P-4	Human Rights Officer	Legal	Geneva
Provides documentation and research support to the preparation of reports and studies to be submitted to the General Assembly, the Commission on Human Rights and their working groups.				
UNB-28280-T-P-4-003	P-4	Human Rights Officer	Legal	Geneva
Is responsible for servicing of meetings and missions of the Working Group and may be called upon to service Special Rapporteur/Representative mandates.				
UNB-28280-E-P-3-008	P-3	Human Rights Officer	Legal	Geneva
As part of the Special Procedures Section, serves as Secretary to the Special Committee and services special procedure mandates.				
UNB-28280-T-P-3-002	P-3	Human Rights Officer	Legal	Geneva
Serves as part of a team that carries out the implementation of mandates concerning human rights situations in certain countries or thematic mandates on human rights phenomena.				
UNB-28280-T-P-3-003	P-3	Human Rights Officer	Legal	Geneva
Carries out the implementation of mandates concerning human rights situations in certain countries or thematic mandates on human rights phenomena.				
UNB-28280-T-P-3-001	P-3	Human Rights Officer	Legal	Geneva
Is responsible for handling confidential communications under procedures relating to violations of human rights.				

UNITED NATIONS OFFICE AT VIENNA

Statements of interest in any of the following posts should be sent to Ms Davina Davis, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNK-32731-E-P-5-001	P-5	Chief of Service	Language & Related Work	Vienna
Plans and co-ordinates services required for conferences and meetings by the Meetings Planning and Interpretation Service.				
UNK-32732-E-P-4-001	P-4	Interpreter (English)	Language & Related Work	Vienna
Provides simultaneous interpretation at meetings and conferences.				
AXK-121648-UNIDO	P-3	Translator (Spanish)	Language & Related Work	Vienna
Is responsible for translation of texts in the Translation Service of the United Nations Development Organization (UNIDO).				
RB-107790-UNIDO	P-3	Translator (French)	Language & Related Work	Vienna
Is responsible for translation of texts in the Translation Service of the United Nations Development Organization (UNIDO).				
AXK-121550-UNIDO	P-3	Translator (Spanish)	Language & Related Work	Vienna
Is responsible for translation of texts in the Translation Service of the United Nations Development Organization (UNIDO).				

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UNITED NATIONS JOINT STAFF PENSION BOARD

Statements of interest in any of the following posts should be sent to Mr. Luiz Da Costa, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
PFA-01001-E-P-5-000	P-5	Chief of Service	Finance	New York
Is responsible for the financial services of the fund.				
PFA-01001-E-P-3-000	P-3	Programme Analyses	Electronic Data Processing	New York
Is responsible for programme analysis.				

INTERNATIONAL CIVIL SERVICE COMMISSION

Statements of interest in any of the following posts should be sent to Ms Sheila Kolodny, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-34814-E-P-4-002	P-4	Pay Research Officer	Administration	New York
Conducts methodological research and writes technical papers for the Advisory Committee on Post Adjustment Questions (ACPAQ) and the ICSC.				
UNA-34814-E-P-4-006	P-4	Statistician	Statistics	New York
Undertakes in-depth studies and analyses of methodological issues relating to post adjustment.				